

Supplement to General Order

I. CHAMBERS, STAFF, AND SCHEDULE FOR CALENDAR 12

Judge: **Brian F. Holeman**

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Judicial Admin. Assistant: Sherron Offer-Mitchell

Law Clerk: Danielle C. Hinton

Courtroom Clerk: Kia Darby

Courtroom: 214 - Moultrie Building
500 Indiana Avenue, N.W.
Washington, D.C. 20001

Unless otherwise directed, matters on Calendar 12 will take place in **Courtroom 214, Moultrie Building**, including:

In-court proceedings;

Pretrial/Settlement Conferences;

Trials;
(Mondays through Thursdays, beginning at 9:00 a.m.)

Scheduling Conferences, Oral examinations, Servicemembers Hearings and Ex Parte Proofs (Fridays from 9:30 a.m. to 12:00 p.m.)

[THE FOLLOWING SUPPLEMENTS IDENTICAL SECTIONS OF THE GENERAL ORDER]

II. MOTIONS, OTHER FILINGS AND COURT RECORDS

Page Limits, Replies and Memoranda of Law: When **any filing** is over fifteen (15) pages in total, a paper copy must be mailed to Chambers at the above address either through the postal service or by delivering a copy to the Inter-Office Mail Slot located on the first floor of the Moultrie Building, next to the Information offices. **Replies** to oppositions are **prohibited** without leave of Court. **Memoranda** of law that exceed ten (10) pages in length are discouraged, and memoranda of law that exceed twenty (20) pages are **prohibited** without leave of Court.

e-Filing Requirements: Failure to comply with the requirements set forth in the General Order will result in **summary denial** of the motion, without prejudice.

Docket Maintenance: The official court record is CourtView. The docket and court filings are maintained electronically and may be viewed at terminals in the clerk's office (**Suite 5000**) of the Moultrie Building or on the internet via the Superior Court's website: <http://www.dccourts.gov/internet/CCO.jsf>.

Ripe Motions: Irrespective of the nature of the matter scheduled for hearing before the Court, any Motion that is **ripe** (ready for disposition) may be heard by the Court at the hearing already scheduled on the Court's calendar.

Praecipes Requesting Scheduling Orders: Praecipes must comply fully with Rule 16(b). Non-compliance shall result in counsel having to appear in person for the Scheduling Conference.

V. PRETRIAL/SETTLEMENT CONFERENCE

Special Jury Instructions and Municipal Regulations: Where the parties request special jury instructions and/or that municipal regulations receive judicial notice and admission into evidence, each proposed special instruction and/or regulation shall be printed on a separate sheet of paper.

VI. TRIAL

Readiness: Unless otherwise ordered by the Court, all parties and counsel must be present in Courtroom 214 at the time trial is scheduled to commence. If the Court is unable to begin trial at that time, all parties and counsel must remain ready, on one (1) hour telephone alert, to come to the courthouse and begin trial on any of the two (2) court days following the initial start date.

Witnesses: The Court will make every reasonable effort to take witnesses out of turn to accommodate the schedule of counsel and witnesses.

Juror Questions and Deliberations: The Court allows jurors to submit written questions for witnesses. Further, the Court permits jurors to discuss the case prior to deliberations at the conclusion of the evidence.

Delay: Each party will have thirty (30) minutes of time allocated over the duration of the trial for delay occasioned by the parties, counsel or witnesses. Once the allocated time is consumed, the Court will proceed with trial without further delay.

Exhibits: The originals of trial exhibits must be brought to court with exhibit numbers affixed to them corresponding to the listing in each party's Exhibits Summary Form. The "original" version of the marked exhibits and the Exhibits Summary Form must be submitted to the Courtroom Clerk on the first trial day. *A separate set of Exhibits must be utilized for witness examinations.* The set of exhibits used for witness examinations shall be placed before the witness at the beginning of the examination and shall remain in place until its conclusion. Multiple approaches by counsel are time consuming, unnecessary and prohibited.

Generally, the Court does not allow jurors to receive and retain exhibits during trial. Any presentation requiring that the jury peruse or retain exhibits during trial must be disclosed to and addressed by the Court at the Pretrial Conference.

De Bene Esse: Generally, the parties may use videotaped *de bene esse* depositions at trial. In such event, the parties shall conduct the depositions as if they were at trial and preserve any objections on the *stenographic* record. Any objections requiring a ruling by the Court shall be submitted in the form of a motion *prior to trial* with the *entire transcript* (4 per page manuscript) of the deposition attached as an exhibit. Failure to comply with this requirement shall result in summary denial of the motion.

Courtroom Protocol: Questioning of witnesses must be conducted from behind the podium, counsel table or the floor area adjacent thereto. Walking in the well of the courtroom is prohibited except as permitted by the Court. Permission is required to approach the Court or any witness. Any in-court demonstration requires prior permission of the Court.

Able counsel are expected to stand when addressing the Court. Speaking objections are prohibited.